

**D-R-A-F-T**  
**JOINT CITY-COUNTY AIRPORT BOARD**  
**Minutes of Meeting**  
**Monday, July 12, 2010 at 10:00 a.m.**  
**Stillwater County Annex Planning Department**  
**809 E 4th Avenue N, Suite C**

**MEMBERS PRESENT:** Alan Drain (Chairman), Joe Morse (Vice-Chairman), Waymoth “Fitz” Fitzgerald, Roger Johnston, and Willard Moore.

**OTHERS:** Maureen Davey, Board of County Commissioner’s (BOCC) Representative and Gary Woltermann, Columbus Mayor.

**GUESTS:** Travis Eickman, Morrison-Maierle Inc (MMI) and Tom Johnson, I-State Truck Center Billings Unit.

**STAFF:** Forrest Mandeville and Marissa Plumb.

**I. CALL TO ORDER:** Chairman Drain called the meeting order at 10:00 a.m..

**II. MINUTES OF LAST MEETING:** Willard made the motion that the minutes from the June 14, 2010 meeting be approved as written. Fitz seconded; with all in favor, motion carried.

**III. NEW BUSINESS:**

**There was no new business to be discussed at this time.**

**IV. UNFINISHED BUSINESS:**

**A. West End Tie-Downs.** Gary acquired cables to use for the tie-downs so he will take care of installing them.

**B. Fence EA Closeout Report.** The draft is finalized and Travis will send it to the FAA as soon as possible.

**C. 2010 Project Update**

**1. Pavement Maintenance.** Hardrives Construction, Inc. should have their signed contracts, bonds, and insurance to MMI within the next couple days. Once MMI has had a chance to review those for compliance with the specifications they will be forwarded on to Joe so it can then get put onto the BOCC agenda to be signed as well as taken to the Mayor for the Town to sign as well. A letter was prepared by MMI for the Board transmittal to the BOCC and Town recommending the execution of the contract contingent upon MMI’s review of the contract documents for compliance with the specifications. Therefore, the contract paperwork will be sent directly to the Town and the BOCC as soon as MMI receives and reviews it for compliance. Even after the contracts are signed the work will not begin until September or

October of this year due to the hot temperatures. For the best results the crack sealing and crack surfacing will not start until the temperatures are cooler. Once that project is started it should only take three to four days to complete. Roger motioned to recommend execution of the Hardrives Construction contract by Stillwater County and the Town of Columbus for the project contingent upon the review of the contract documents for compliance with the specifications, as per MMI's letter prepared for the Board.

**2. Snow Plow.** Tom mentioned that he and Travis took pictures of the old plow and will email them to possible interested parties. Tom said that mines, large ranches, and other smaller airports may be interested in the old plow. Tom recommends that the Board come up with a value in case they end up selling the old plow or auctioning it off. Maureen asked if the airport was in possession of the title. The Board replied that they were unsure; it may have just been gifted to the airport. Gary will look to see if he can find a title. Alan asked Tom what he thought the value of the old plow would be and Tom responded with a very rough estimate of \$3,000 to \$4,000. As the plow is government property there are several options for its disposition: 1) give it to another government agency, 2) solicit public bids for the plow, and 3) auction the plow off at a Commission/Town sanctioned auction of other government surplus equipment.

MMI noted that the FAA forwarded on the second portion of the grant needed to complete the snow removal equipment acquisition. The grant offer went to Joe last week and is being circulated for the appropriate signatures. MMI noted that it is important to note that the legal staff signatures need to be dated either the same day, or later then the respective Commission and Mayor's signature.

Copies of the Notice of Award letter were provided to Joe for the Sponsor records. The supply contract and bond for the snow removal equipment has been executed by I-State Truck Center and reviewed for compliance by MMI. A letter was prepared by MMI for the Board transmittal to the Commission and Town recommending the execution of the contract. The supply contract will need the BOCC and the Town's signature before the plow can be ordered. Joe received the contract documents and letter at the meeting and will acquire the appropriate signatures of the BOCC, Mayor, and Sponsor's attorneys. Travis and Tom made note that there has been a few minor changes with regards to the specifications. One change consists of the type of battery being used and the other is regarding the warranty on the plow. The change in battery size will result in a battery that can be jump started and charged by regular equipment without compromising the design/scope of the snow plow truck. Tom noted that one exception made to the warranty was that it does not cover transportation costs as is requested per Section 100.28 of the specifications. The industry standard warranty does not provide for transportation costs when the equipment has wheels. The Board feels MMI will make the best decisions regarding the specifications on the snow plow. Alan stated the main goal is to make the plow as user friendly as possible. Joe motioned to recommend execution of the I-State Truck Center contract by Stillwater County and the Town of Columbus, as per MMI's letter prepared for the Board. Willard seconded; with all in favor motion carried.

**D. Land Acquisition.** Travis said that discussions regarding possible land acquisition for the snow removal equipment (SRE) building may come up later this year, but currently there is nothing to discuss at this time.

**V. MANAGER'S REPORT:** Allen was not present to give the manager's report.

**VI. FINANCE REPORT:** Joe reported that the balance in the account as of the end of June is \$6,658.83. Hanger leases are coming in as requested. The only issue is with Hardin Graham only paying 2/3 of what his lease is for the year. Hardin claims he overpaid last year due to the prolonged construction of his hanger. He paid for the hanger last year and it wasn't built yet. The Board will look into this matter and discuss it as an agenda item at next month's meeting.

**VII. OTHER:**

**A. Allen Rickman Retiring.** Gary informed the Board that Allen will be retiring as the airport manager. This topic will be added to the agenda for next month's meeting for further discussion.

**B. Weeds.** Jim Visser the Stillwater County Weed Superintendant has already sprayed the airport grounds for noxious weeds and there should be a noticeable difference in the coming weeks.

**C. Animal Control Fence.** No deer have been reported inside the control fence since the gates have been closed. Travis asked the Board if they have seen anywhere on the fence where it has settled and needs to be fixed. The Board replied that they haven't notice any settling. Roger mentioned that the sensor at the gate before the cattle guard isn't sensing anything unless you pull within about 3 feet of the cattle guard. Travis will go to the airport after the meeting and try to resolve the sensor problem and report back to the Board.

**D. Columbus Fly-In.** The fly-in is Sunday, August 15.

**VIII. ADJOURN MEETING:** With no more business to discuss, Willard made the motion to adjourn the meeting. Joe seconded; all in favor, motion carried. Meeting was adjourned at 10:44 a.m..

Next Airport Board meeting is Monday, August 9, 2010 at 10 a.m. at the Stillwater County Annex Planning Department office.

Marissa Plumb  
Administrative Assistant